

# COMPENSATION BOARD DOCKET #18/04

## October 25, 2017

EMPLOYEE RECOGNITION  
NONE.

307-18-04: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENT	10-18-17 Officers request to transfer Vacancy Savings to Temporary/Office expense.	\$0	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
405	307	Alb/Chrtville JRC	10/11/2017	Vacancy Savings	Temporary	\$24,568.61	\$24,568.61
450	307	Rappahannock Sec. Center	10/12/2017	Vacancy Savings	Temporary	\$311,850.00	\$311,850.00
465	307	Riverside Reg. Jail	10/17/2017	Vacancy Savings	Office Expense	\$236,129.35	\$236,129.35
475	307	Hampton Road Reg. Jail	10/11/2017	Vacancy Savings	Office Expense	\$182,563.26	\$182,563.26
485	307	Blue Ridge Reg. Jail	10/12/2017	Vacancy Savings	Office Expense	\$26,682.51	\$26,682.51
492	307	Southwestern Reg. Jail	10/18/2017	Vacancy Savings	Temporary	\$20,627.00	\$20,627.00
493	307	Middle River Reg. Jail	10/11/2017	Vacancy Savings	Temporary	\$11,460.99	\$11,460.99
495	307	Meherrin River Reg. Jail	10/11/2017	Vacancy Savings	Office Expense	\$174,891.48	\$174,891.48
496	307	RSW Reg. Jail	10/11/2017	Vacancy Savings	Office Expense	\$82,166.99	\$82,166.99
650	307	Hampton City	10/6/2017	Vacancy Savings	Office Expense	\$114,606.22	\$114,606.22
710	307	Norfolk City	10/20/2017	Vacancy Savings	Temporary	\$225,795.00	\$225,795.00
						<b>\$1,411,341.41</b>	<b>\$1,411,341.41</b>

## 307-18-04: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MASTER DEPUTY PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p>10/25/17-The Master Deputy Committee reports the results of the Master Deputy Program Audit.</p> <p>The following offices have met all necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> <li>• Albemarle County</li> <li>• Amherst County</li> <li>• Augusta County</li> <li>• Fairfax County</li> <li>• Grayson County</li> <li>• Hanover County</li> <li>• Henrico County</li> <li>• Henry County</li> <li>• James City County</li> <li>• Newport News City</li> <li>• Piedmont Regional Jail</li> <li>• Prince William/Manassas Reg.</li> <li>• Radford County</li> <li>• Scott County</li> <li>• Shenandoah County</li> <li>• Wise County</li> <li>• York County</li> </ul> <p>The following offices passed the audit, but additional information has been requested by the committee before December 31, 2017.</p> <ul style="list-style-type: none"> <li>• Botetourt County</li> </ul> <p>The following office did not meet the necessary requirements. Additional documentation regarding specific program requirements has been requested by the committee and must be submitted by November 15, 2017, otherwise the audited participant in the following office will be promptly removed from the master deputy/jail officer program:</p> <ul style="list-style-type: none"> <li>• Culpeper County</li> </ul>	-0-	Approved as recommended. The Compensation Board wishes to thank the members of the Audit Committee for their time and assistance.

## 772-18-04: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE WILLIAM COUNTY	COMMONWEALTH'S ATTORNEY	<p>September 20, 2017 Officer requests in accordance with §15.2-1606, to reimburse the County of Prince William for Defense Counsel in the amount of \$33,089 for the defense of a Virginia State Bar complaint against Commonwealth's Attorney Paul Ebert and Chief Deputy Commonwealth's Attorney Richard Conway from August, 2011 through April, 2017, paid by Prince William County in August, 2017.</p> <p>Officer states that in lieu of Department of Risk Management appointing Counsel, the Commonwealth's Attorney petitioned the Circuit Court to appoint Mr. Leffler and Mr. Cooley as co-Counsel.</p> <p>Staff notes that Chapter 836, Item 278, paragraph B of the Appropriation Act states "Coverage provided by the VARISK plan for the constitutional officers shall be extended to any action filed against a constitutional officer or appointee of a constitutional officer before the Equal Employment Opportunity Commission or the Virginia State Bar." This coverage was added during the 2006 special session of the General Assembly and the Division of Risk Management (DRM) routinely provides coverage. Staff at DRM verbally confirms the Division was not consulted regarding this matter prior to the Commonwealth's Attorney seeking assignment of outside counsel through the court.</p>		\$33,089	<p>The Compensation Board approved reimbursement of \$33,089 in accordance with the order of the court assigning counsel and directing reimbursement pursuant to §15.2-1606, <u>Code</u>.</p> <p>The Board notes to the officer that Virginia State Bar complaints are a part of the Commonwealth's Attorney's coverage under DRM's VARISK liability coverage program since 2006 as specified in the Acts of Assembly, and any future complaints needing defense must be referred to DRM to determine coverage before the office can accurately state to the court whether such coverage is not available and the assignment of outside counsel is needed.</p>
VIRGINIA BEACH CITY	COMMONWEALTH'S ATTORNEY	<p>September 18, 2017 Officer requests an exception to the Substitute Prosecutor 60-day, \$500 reimbursement policy. It was an oversight by this prosecutor to not submit the reimbursement within 60-days of the conclusion of the case.</p>		\$32.10	<p>Approved as a one-time exception to policy, based upon the specific conditions stated by the officer.</p>

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
810	772	Virginia Beach City	Michael D. Defricke	04/17/2017 to 06/07/2017	Stephanie A. Carpenter	\$32.10

## 772-18-04: COMMONWEALTH'S ATTORNEY

### NEW BUSINESS:

#### CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER PROSECUTOR PROGRAM AUDIT	COMMONWEALTH'S ATTORNEYS	<p>October 16, 2017 The Career Prosecutor Audit Committee reports the results of the Career Prosecutor Program audits.</p> <p>The following offices have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"><li>• Alleghany County</li><li>• Appomattox County</li><li>• Botetourt County</li><li>• Dinwiddie County</li><li>• Fairfax County</li><li>• Henrico County</li><li>• Montgomery County</li><li>• Stafford County</li><li>• Tazewell County</li><li>• Martinsville City</li><li>• Norfolk City</li><li>• Virginia Beach City</li></ul> <p>The following has met all necessary requirements and is approved but with identified comments:</p> <ul style="list-style-type: none"><li>• Lynchburg City</li></ul> <p>(*Staff notes needed information has already been provided.)</p> <p>The following offices did not meet the necessary requirements. The individuals will be promptly be removed from the Career Prosecutor Program:</p> <ul style="list-style-type: none"><li>• Bedford County</li><li>• Frederick County</li></ul>	\$0	Approved as recommended. The Compensation Board wishes to thank the members of the Audit Committee for their time and assistance.

## 773-18-04: CIRCUIT COURT CLERKS

### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ARLINGTON COUNTY	CIRCUIT COURT CLERK	<p>September 27, 2017 Officer requests to budget funding in the amount of \$39,424 from remaining balance of available TTF \$4 funds for the following line item.</p> <p>Land Record Assessment (vendor, Winbourne Consulting LLC)</p> <p>This office elected to carry over unbudgeted \$4 TTF projected collections of \$24,962, in Arlington County.</p>	\$39,424 NGF	The Compensation Board approved budgeting the office's estimated amount of remaining FY18 \$4 TTF funds available of \$24,962 for this item, which is the maximum amount estimated to be available for budgeting at this time.
PETERSBURG CITY	CIRCUIT COURT CLERK	<p>October 19, 2017 Officer requests to budget additional TTF \$1 funds in the amount of \$51,864 for the following line items.</p> <p>Hardware RMS system (vendor, Supreme Court of VA)  RMS Maintenance (vendor, Supreme Court of VA)  SRA Maintenance (vendor, Supreme Court of VA)  PC Equipment (vendor, Supreme Court of VA)</p> <p>Staff notes: This request is presented as an exception to reimburse FY17 overdue costs based upon the recent financial strain in Petersburg and a potential lack of understanding of the TTF process that may have led to the City's failure to pay invoices that were due in FY17 and for which the Clerk's office was budgeted with \$1 TTF for these expenses in FY17. After FY18 TTF budget approvals, \$144,823 in projected available \$1 TTF remains unallocated.</p> <p>Staff notes that this request was also included in the officer's August, 2017 request for FY18 TTF budgeting, but was separated for consideration as an exception as a non-FY18 expense.</p>	\$51,864 NGF	The Compensation Board approved funding in the amount of \$51,864 from the FY18 \$1 TTF balance available.

771-18-04: COMMISSIONERS OF THE REVENUE  
NONE.

774-18-04: TREASURERS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WYTHE COUNTY	TREASURER	<p>October 13, 2017 Officer requests to promote the deputy in position 00001 MDIII budgeted at \$33,220 to position 00003 CDI, budgeted at \$42,226. The new base salary will be \$36,312. After the 9.3% Career Development increase, the position will be budgeted at \$39,689, effective 11/1/2017.</p> <p>Staff notes that this deputy is currently funded for the 9.3% increase associated with Career Development Program and this action will increase the size of this office's total budget by \$550.</p> <p>Officer acknowledges the increase and certifies that he has obtained concurrence with his locality to fund the increase if approved.</p>	\$550 (\$367 pro-rated for FY18)	Approved as requested.

## OTHER MATTERS

### NEW BUSINESS:

REGULAR DOCKET				
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #18/02 and Docket #18/03	N/A	Approved
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, November 15, 2017 at 10:00 a.m. and Wednesday, December 20, 2017 at 10:00 a.m.	N/A	Confirmed.
3. CUSTOMER SERVICE SURVEY	COMPENSATION BOARD	Customer Service Survey responses are complete, with an overall response rate of 50%. Overall satisfaction rate is 96%.	N/A	Noted.
4. NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board's New Officer Training is scheduled for December 13-15, 2017 at the Virginia Crossings Hotel and Conference Center in Glen Allen. There are an estimated 42 new officers that may attend.	N/A	Noted.
5. JAIL COST REPORT	COMPENSATION BOARD	Staff presents the FY2016 Jail Cost Report.	N/A	Approved.
6. MENTAL ILLNESS IN JAILS REPORT	COMPENSATION BOARD	Staff presents the 2017 Mental Illness in Jails Report.	N/A	Approved.
7. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY18 collections for July through September totaled \$1,727,053.50, a decrease of 7.91% compared to the same period of collections in FY17.</p> <p>Expenditures: FY18 year-to-date Clerk's expenditures through 10/23/17, totaled \$857,395.88 or 11.4% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY18 TTF total collections would be approximately \$6.91 million, a decrease of 2.16% compared to FY17 collections.</p>	N/A	Noted.

## OTHER MATTERS

### NEW BUSINESS:

REGULAR DOCKET					
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>	
8. NOTTOWAY COUNTY COSTS FOR HOUSING VCBR OFFENDERS	COMPENSATION BOARD	Staff presents a request for reimbursement of expenses incurred by Nottoway County for the expense of confining residents of the Virginia Center for Behavioral Rehabilitation arrested for new offenses and held in Piedmont Regional Jail for the months of July through September, 2017. At its meeting on July 26, 2017, the Compensation Board approved staff's request to reimburse expenses incurred in June, 2017 of \$4,581, in accordance with budget language approved in Chapter 836. Based upon numbers of offenders housed, days housed and <i>estimated</i> rates paid by the County in the 1 <sup>st</sup> quarter of FY18, staff recommends approval of payment to Nottoway County in the amount of \$18,018.60, pending confirmation of the 1 <sup>st</sup> quarter rate paid by the County to the regional jail for the per day cost of housing inmates. The maximum reimbursable amount in FY18 for expenses incurred from June, 2017 through May, 2018 is \$100,000.	\$18,018.60	The Compensation Board approved reimbursement of 1 <sup>st</sup> quarter expenses, with the amount approved based upon an estimate of costs using FY17 4 <sup>th</sup> quarter rates pending requested notification from the County of Nottoway of the actual FY18 1 <sup>st</sup> quarter rates. Staff may process reimbursement based upon the actual FY18 1 <sup>st</sup> quarter rates once it receives the requested notification from the County, with cost update provided to the Board at its next monthly meeting.	

FOR YOUR INFORMATION  
NONE.



**CLOSED MEETING  
COMPENSATION BOARD DOCKET #18/04  
October 25, 2017**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed.**  
(\_\_\_\_\_ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**

# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #18/04

### October 25, 2017

#### 774-18-04: TREASURERS

#### CONSENT DOCKET

#### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CITY OF PETERSBURG	TREASURER	<p>October 11, 2017 Petersburg City Manager advises the Compensation Board that by action of City Council on May 6, 2017 and July 11, 2017, effective November 1, 2017 the City Treasurer will no longer collect any local taxes, levies, assessments or other charges, as these duties will be transferred to a Collector of City Taxes.</p> <p>Staff presents staffing standards comparison before and after the removal of local collections workload transactions based upon actual office data, consistent with the type of workload transactions handled by other Treasurer's offices that do not perform local collections duties. This comparison identifies that Compensation Board allocated staff positions in this office will change effective with the removal of duties to eliminate two unfunded positions, but will maintain the Treasurer position, two full-time funded deputy positions, and one underfunded deputy position. No funding is presently budgeted for temporary salaries or office expense.</p> <p>Per Chapter 836, Item 75, paragraph A.2., the Treasurer's salary effective November 1, 2017 will be set at 75% of the current amount (\$77,193), or \$57,895. Additionally, pursuant to §15.2-1636.14 (c) the reimbursement rate for salaries and expenses will change from 50% of the budgeted amount to 2/3 of the budgeted amount, except for the salary of the Treasurer which will change from the budgeted amount less 50% of the 1980 salary to the budgeted amount less 1/3 of the 1980 salary. The total authorized FY18 budget will be reduced by \$12,865 from \$150,151 to \$137,286, and the total FY18 projected net reimbursement will be reduced by \$3,574 from \$115,630 to \$112,056.</p>	(\$3,574)	<p>Per Chapter 836, Item 75, paragraph A.2., the Compensation Board hereby sets the salary of the Petersburg City Treasurer at \$57,895, effective November 1, 2017. The Compensation Board also hereby abolishes positions 00004 and 00008, currently unfunded, effective November 1, 2017. No other changes to budgeted staff salaries or base budget amounts for temporary salaries or office expenses are made at this time.</p> <p>Effective November 1, 2017, the Compensation Board will reimburse the City for the salaries and expenses incurred by the Treasurer in accordance with the percentages specified in §15.2-1636.14 (c), <u>Code of Virginia</u> and Compensation Board policy.</p> <p>Per Compensation Board policy and staffing standards, the Petersburg City Treasurer's office is budgeted for a total of 3 permanent positions (1 is not fully-funded) in addition to the Treasurer, \$0 in temporary salaries and \$0 in office expenses, effective November 1, 2017.</p>

FY18 Workload	FIPS	LOCALITY	TOTAL CURRENT POS ALLOCATED	BUDGET REDUCTION FTE ADJ	CURRENT FTE TOTAL	WORKLOAD BASED FTE	FTE VARIANCE	WEIGHTED WORKLOAD	NEED PERCENT
Before	730	Petersburg	6.00	(2.44)	3.56	7.48	3.92	12,346	109.93%
After	730	Petersburg	4.00	(0.60)	3.40	2.58	(0.82)	1,980	-24.12%

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: October 25, 2017  
Time: 10:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Susan Swecker, Chairman (present)  
Craig Burns, Ex Officio member (present)  
Martha Mavredes, Ex Officio member (present)

H:\Word\Docket\FY18\October FY18 Minutes.docx